

4.8.1 Transaction Processing for Add

The Transactions subsystem provides the capability to add case and item information, transfer of accountability for the Idle Property to the PDO, and for controlled NEMS screenable items to update the NEMS Data Base to reflect the transfer for all active disposal cases. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

- From the NPDMS MAIN MENU type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press **<Enter>**.

The TRANSACTION MENU (ND5000MA) is displayed.

ND5000MA / ND5000PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01	
		TRANSACTION MENU		08:57:08	
		TX		MSXXX	
Selections:					
1 Add		8 Reversal			
2 Change		9 Convert Case to Component			
3 Delete		10 Convert Component to Case			
4 Receipt		11 Enter SRD and GSA Control No			
5 Sales		? In any field for Help			
6 Exchange (Trade-In)		. Exit Transaction Process			
7 Freezes and Dispositions (Includes Scrap and Surveys)					
Enter Selection: _____					
Prop Case No: 804101 _____		Item Id: _____			
ECN: _____		Cust Acct No: _____			
ERN: _____		(For Reversal only)			
Trans Id: _____		(Process Final Disposition w/o Freeze)			
Navigation: _____					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP		LOPF		PREV RVW CNCL	
		CLEAR		EXIT	

INPUT DATA

- Enter Selection input value = **1**
- Prop Case No (Only used for Item add to an existing component system)
- Item Id (Optional)
- ECN (Controlled property only)
- Cust Acct No (Optional)

Action is performed based on the input on the TRANSACTION MENU screen (ND5000MA).

4.8.1.1 Controlled Add With GSA Reporting

With the valid entry of an Equipment Control Number (ECN), this process extracts data from NEMS. The Controlled Add with GSA reporting function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type 1 at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM CONTROLLED PROPERTY ADD A CA		03/01/01 09:02:23 MSXXX	
		Cust Acct No: 33001			
Local Ref No: _____		Turn-In Doc No: _____			
Initiators Name: _____		Initiators Org Code: _____			
Initiators Phone: () -		NSN: ****			
Item Name: *****					
Mfg's Code: _____		Mfg's Name: _____		Mfg Year: _____	
Model No: _____		Part No: _____			
Serial No: _____		MMA Code: _____		CC: ** Cap Sens Code: X	
CURR QTY: ****		UNIT OF MEASURE: **		UNIT ACQ COST: *****	
Stock Status Code: 5		Contr Prop: _		Tag No: _____	
Reimbursement Code: _		Grantee Prop: _		Contr/Grant No: _____	
Exc/Sale: _ Unclaimed Prop: _		Date Found: _ _ _		Fair Mkt: _____	
Haz Mat Code: _ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y					
Item Desc: _____				More: _	
				RETAIN (Y/N): N	
Navigation: _____					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP		LOPF		PREV	
		CNCL		CLEAR	
				EXIT	

EXTRACTED FROM NEMS

- Cust Acct No
- ECN

- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

INPUT DATA

- Local Ref No
- Turn-in Doc No
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name

input value = your document number

- Mfg's Code input values = valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code input values = **N, X, Q, M** or **P**
- Unit Acq Cost
- Stock Status Code input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = **Y** or **blank**
- Date Found input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code

- The first line of the description contains the line of data from the previous screen and allows for modification.

228

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01	
		CONTROLLED PROPERTY ADD		09: 15: 49	
		A CA		MSXXX	
		Cust Acct No: 33001			
Local Ref No: _____		Turn-In Doc No: _____			
Initiators Name: _____		Initiators Org Code: _____			
Initiators Phone: (____) ____ - _____		NSN: 7021 _____			
Item Name: SDFS*****					
Mfg's Code: _____		Mfg's Name: _____		Mfg Year: _____	
Model _____					
Serial _____		ode: X			
CURR ND4110MI		Please Enter Appropriation Data:			

Stock TEST 1 _____					
Reimbu _____					
Exc/Sa _____					
Mat In _____					
Haz Mat Code: __		Haz Mat Ind: _		Precious Metals Code: A	
Item Desc: TEST				Print Pickup Doc: Y	
				More: _	
				RETAIN (Y/N): N	
Navigation: _____					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP		LOPF		PREV	
		CNCL			
				CLEAR	
				EXIT	

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		MM/DD/YY
ND4110MA / ND4110PA	CONTROLLED PROPERTY ADD	HH:MM:SS
A CA		XXXXX
Cust Acct No: 02022 ECN: G000101		
Local Ref No: _____	Turn-In Doc No: _____	
Initiators Name: _____	Initiators Org Code: EP83_	
Initiators Phone: (____) ____ - ____	STD: (____)	NSN: 7021 _____
Item N	Y2K STATUS	*****
Mfg's C		Mfg Year: 2001
Model	Status Code: y 'Y' = Y2K Compliant	
Serial	'N' = Not Y2K Compliant	Cap Sens Code: X
CURR	'U' = Unknown Status	: 1522.00*****
Stock	Certifier's	: _____
Reimbur	Name: _____	: _____
Exc/Sal		: _____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y		
Item Desc: _____		More: _
		RETAIN (Y/N): N
Navigation: _____		
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---		
HELP	LOPF	PREV
CNCL		CLEAR
		EXIT

INPUT DATA

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110MB / ND4110PA		09: 17: 28
ADD SCREEN 2		MSXXX
A CA		
Install Name: MARSHALL SPACE FLIGHT CENTER*****		
Contact Person: XXXX XXXXXXXX*****		Phone: (205) XXX - XXXX
Address: BLDG XXXX*****		Bldg: 8025***** Room: _____
Property		Fax: (205) XXX - XXXX
Location	City: HUNTSVILLE*****	State: AL Zip: XXXXX _____
	Country: _____	
Report To:	GSA Region: 04 or DRMO DODAAC: _____	Print Doc (Y/N): N
Warehouse Loc:	Warehoused Date: _____	
DML Code: _	Foreign Prop: _	Reclam Code: _ CC: A1 Artifact: _
	DAYS	Begin Dates End Dates
	21_ Installation Screening:	03 01 2001 03 22 2001
Screening	21_ NASA-Wide Screening:	03 01 2001 03 22 2001
Timeframes	0_ Other Federal Screening:	03 23 2001 03 23 2001
	21_ Donation Screening:	03 24 2001 04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)		
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
 - GSA Region input value = reporting GSA Region
 - DRMO DODAAC input value = **blank**

- Print Doc input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop input value = **Y** or **blank**
- Reclam Code input values = **Y, R, or N**
- CC
- Artifact input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes:
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**

- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **N**
- ECN input value = next case to be added, if any
- Cust Acct No input value = next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110MB / ND4110PA	ADD SCREEN 2	10:16:12
	A CA	MSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER*****		
Contact Person: XXXX XXXXXXXX*****	Phone: (205) XXX - XXXX	
Address: BLDG XXXX*****	Bldg: 8025*****	Room: _____
Property	Fax: (205) XXX - XXXX	
Location	City: HUNTSVILLE*****	State: AL Zip: XXXXX _____

ND4110MK		
If the property is located in the following areas:		
Maryland - Prince Georges and Montgomery Counties only		
Virginia - Prince William, Loudon, Fairfax, and		
Arlington Counties, and City of Alexandria		
The GSA Region should be 'W'.		GSA Region: **
Enter 'C' To Cancel: _		

Navigation: _____		
Enter- PF13 -	PF14 -	PF15 -
PF16 -	PF17 -	PF18 -
PF19 -	PF20 -	PF21 -
PF22 -	PF23 -	PF24 -
HELP	LOPF	PREV
CNCL	CLEAR	EXIT

INPUT DATA

- GSA Region
- Enter 'C' to Cancel input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press **<Enter>**. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter **C** to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

INPUT DATA

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit

checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/25/99
GSA REPORTING DATA		14: 48: 18
A CA		MSXXX
ND4110MC / ND4110PA		
Local Ref No:		
Appropriation Data	EQUIP ECN F000041	_____
Reimbursement Code	DISPOSAL CASE NMBR	t: _____
Reporting NASA Ins		*****
Contact Person: JO	ORG COST ACCT CODE oca_) 544 - 4788
Address: MARSHALL	PROG COST ACCT CODE pca_) 544 - 1151
MAIL CODE		
City: MSFC*****	PREVIOUS ORG COST ACCT CODE	_____
	PREVIOUS PROG COST ACCT CODE	_____
This Property is s		SA Region: 04
GENERAL SERVICES		GA
PRESS ENTER TO CONTINUE		
OR 'C' TO CANCEL _		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

4.8.1.2 Non-Controlled Add With GSA Reporting

This process allows the user to enter Non-Controlled Add With GSA Reporting data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas

with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
NON-CONTROLLED PROPERTY ADD		09: 50: 28
A CA		MSXXX
Cust Acct No: 33001		
Local Ref No: _____	Turn-In Doc No: _____	
Initiators Name: _____	Initiators Org Code: _____	
Initiators Phone: (_____) _____ - _____	NSN: **** _____	
Item Name: *****		
Mfg's Code: _____	Mfg's Name: _____	Mfg Year: _____
Model No: _____	Part No: _____	
Serial No: _____	MMA Code: _____	CC: ** Cap Sens Code: X
CURR QTY: *****	UNIT OF MEASURE: **	UNIT ACQ COST: *****
Stock Status Code: 5	Contr Prop: _	Tag No: _____
Reimbursement Code: _	Grantee Prop: _	Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _	Date Found: _ _ _	Fair Mkt: _____
Mat Inv: _ SHELF LIFE TYPE: 0	EXP DATE: _ _ _	EXT DATE: _ _ _
Haz Mat Code: _	Haz Mat Ind: _	Precious Metals Code: A
Print Pickup Doc: Y		
Item Desc: _____	More: _	
RETAIN (Y/N): N		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Local Ref No
- Turn-In Doc No input format = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name

- 239

ND4110MN		ITEM DESCRIPTION	
PROP	ITEM 1		1
DESC			2
			3
			4
			5
			6
TECH			
HEADERS			
TECH			1
DESC			2
			3
			4
			5
			6

Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
 HELP LOPF CNCL PGUP PGDN INSRT

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).
- Appropriate data fields are populated and displayed by the system.
- If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's Name.
- IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
		NON-CONTROLLED PROPERTY ADD		09: 59: 41
		A CA		MSXXX
		Cust Acct No: 33001		
Local Ref No: _____	Turn-In Doc No: _____			
Initiators Name: _____	Initiators Org Code: _____			
Initiators Phone: (_____) _____ - _____	NSN: 7021 _____			
Item Name: TEST*****				
Mfg's Code: _____	Mfg's Name: _____	Mfg Year: _____		
Model _____				
Serial _____				
CURR ND4110MI	Please Enter Appropriation Data:			ode: X *****
Stock _____				
Reimbu _____				
Exc/Sa _____	Enter 'C' to Cancel: _			
Mat In _____				
Haz Mat Code: _	Haz Mat Ind: _	Precious Metals Code: A	Print Pickup Doc: Y	
Item Desc: ITEM 1			More: _	
			RETAIN (Y/N): N	
Navigation: _____				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL CLEAR EXIT				

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<ENTER>**. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		MM/DD/YY
NON-CONTROLLED PROPERTY ADD		HH:MM:SS
A CA		XXXX
ND4110MA / ND4110PA	Cust Acct No: 33001	
Local Ref No: _____	Turn-In Doc No: _____	
Initiators Name: _____	Initiators Org Code: _____	
Initiators Phone: () - _____	NSN: 7021	
Item N	Y2K STATUS	*****
Mfg's C	Status Code: * 'Y' = Y2K Compliant	Mfg Year: 2001
Model	'N' = Not Y2K Compliant	Cap Sens Code: X
Serial	'U' = Unknown Status	: 125*****
CURR		
Stock	Certifier's	: _____
Reimbur	Name: _____	: _____
Exc/Sal		: _____
Mat Inv		: _____
Haz Mat Code: _____	Haz Mat Ind: _____	Precious Metals Code: A Print Pickup Doc: Y
Item Desc: _____		More: _
		RETAIN (Y/N): N
Navigation:		
Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- -		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110MB / ND4110PA		10: 16: 12
ADD SCREEN 2		MSXXX
A CA		
Install Name: MARSHALL SPACE FLIGHT CENTER*****		
Contact Person: XXXXXXXXXXXX*****		Phone: (XXX) XXX - XXXX
Address: BLDG XXXX*****		Bldg: XXXX***** Room: _____
Property Location	City: HUNTSVILLE*****	Fax: (XXX) XXX - XXXX
	Country: _____	State: AL Zip: XXXXX _____
Report To: GSA Region: 04 or DRMO DODAAC: _____		Print Doc (Y/N): N
Warehouse Loc:	Warehoused Date: _____	
DML Code: _	Foreign Prop: _	Reclam Code: _ CC: A1 Artifact: _
	DAYS	Begin Dates End Dates
Screening	21_ Installation Screening:	03 01 2001 03 22 2001
Timeframes	0_ NASA-Wide Screening:	03 01 2001 03 22 2001
	21_ Other Federal Screening:	03 23 2001 03 23 2001
	Donation Screening:	03 24 2001 04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)		
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
 - GSA Region reporting GSA Region
 - DRMO DODAAC input value = **blank**

- input value = **Y** or **N**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- input format = **MM/DD/YYYY**

- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **N**
- ECN next case to be added, if any
- Cust Acct No next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

```

                                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
ND4110MB / ND4110PA                                ADD SCREEN 2                                03/01/01
                                                    A CA                                10:16:12
                                                    MSXX

Install Name: MARSHALL SPACE FLIGHT CENTER*****
Contact Person: XXXXXXXXXXXXXXXXXXXXXXXXXXXX***** Phone: ( XXX ) XXX - XXXX
Address: BLDG XXXXXXXXXXXXXXXXXXXXXXXXXXXX***** Bldg: XXXX***** Room: _____
Property Location City: HUNTSVILLE***** Fax: ( XXX ) XXX - XXXX
State: AL Zip: XXXX _____
*****
ND4110MK

If the property is located in the following areas:

Maryland - Prince Georges and Montgomery Counties only
Virginia - Prince William, Loudon, Fairfax, and
Arlington Counties, and City of Alexandria

The GSA Region should be 'W'. GSA Region: **

Enter 'C' To Cancel: _
*****
Navigation:
Enter- PF13 - PF14 - PF15 - PF16 - PF17 - PF18 - PF19 - PF20 - PF21 - PF22 - PF23 - PF24 - -
HELP LOPF PREV CNCL CLEAR EXIT
  
```

INPUT DATA

- GSA Region
- Enter 'C' to Cancel input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press **<Enter>**. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter **C** to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

INPUT DATA

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit

checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/25/99
GSA REPORTING DATA		14: 48: 18
A CA		MSXXX
ND4110MC / ND4110PA		
Local Ref No:		
Appropriation Data	EQUIP ECN F000041	
Reimbursement Code	DISPOSAL CASE NMBR	t: _____
Reporting NASA Ins		*****
Contact Person: JO	ORG COST ACCT CODE oca_) 544 - 4788
Address: MARSHALL	PROG COST ACCT CODE pca_) 544 - 1151
MAIL CODE		
City: MSFC*****	PREVIOUS ORG COST ACCT CODE	_____
	PREVIOUS PROG COST ACCT CODE	_____
This Property is s		SA Region: 04
GENERAL SERVICES		GA
PRESS ENTER TO CONTINUE OR 'C' TO CANCEL _		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP	LOPF	PREV
CNCL	CLEAR	EXIT

INPUT DATA

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.3 Controlled Component System Item Add with GSA Reporting

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add with GSA reporting function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the property is Automated Data Processing Equipment (ADPE) Reportable, it must be added as the first component system item record.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110MA / ND4110PA	COMPONENT SYSTEM CONTROLLED ITEM ADD	10: 48: 18
A I		MSXXX
Prop Case No: 804101 5335C242	ITEM ID: 03	Cust Acct No: 33001
Local Ref No: _____	Turn-In Doc No: _____	
Initiators Name: _____	Initiators Org Code: _____	
Initiators Phone: (____) ____ - ____	NSN: ****	
Item Name: *****		
Mfg's Code: _____	Mfg's Name: _____	Mfg Year: _____
Model No: _____	Part No: _____	
Serial No: _____	MMA Code: _____	CC: ** Cap Sens Code: X
QTY: ****	UNIT OF MEASURE: **	ACQ COST: *****
Stock Status Code: 5	Contr Prop: _	Tag No: _____
Reimbursement Code: _	Grantee Prop: _	Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _	Date Found: _ _ _	Fair Mkt: _____
Mat Inv: _ SHELF LIFE TYPE: 0	EXP DATE: _ _ _	EXT DATE: _ _ _
Haz Mat Code: _	Haz Mat Ind: _	Precious Metals Code: A
Item Desc: _____	Print Pickup Doc: Y	More: _
Navigation: _____		RETAIN (Y/N): N
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL CLEAR EXIT		

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name

- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

INPUT DATA

- Local Ref No
- Turn-in Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = valid code, **ZZZZZ** or **XXXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code

- CC
- Unit Acq Cost
- Stock Status Code input values = **1** for Store Stock, **2** for
 - Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = **Y** or **blank**
- Date Found input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc input value = **Y** or **N**
- Item Desc
- More input value = **Y** or **blank**
- Retain input value = **Y** or **N**

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.
- If a 'Y' is entered in the retain field, certain data elements on the screen are saved and are displayed for the processing of the next case

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MN		ITEM DESCRIPTION	
PROP	ITEM 1		1
DESC			2
			3
			4
			5
			6
TECH			
HEADERS			
TECH			1
DESC			2
			3
			4
			5
			6

Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
 HELP LOPF CNCL PGUP PGDN INSRT

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MA / ND4110PA      COMPONENT SYSTEM CONTROLLED ITEM ADD      10: 54: 11
                          A I      MSXXX

Prop Case No: 804101 5335C242      ITEM ID: 03 Cust Acct No: 33001
Local Ref No: _____ Turn-In Doc No: _____
Initiators Name: _____ Initiators Org Code: _____
Initiators Phone: ( _____ ) _____ - _____ NSN: 7021 _____
Item Name: TEST*****
Mfg's Code: _____ Mfg's Name: _____ Mfg Year: _____
Model _____
Serial _____

```

```

ND4110MI      Please Enter Appropriation Data:
*****
Stock _____
Reimbu _____
Exc/Sa _____
Mat In _____

```

```

Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: TEST _____ More: _
RETAIN (Y/N): N

Navigation: _____
Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- --
      HELP  LOPF  PREV      CNCL      CLEAR      EXIT

```

- Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		MM/DD/YY
CONTROLLED PROPERTY ADD		HH:MM:SS
A CA		XXXXX
		Cust Acct No: 02022 ECN: G000101
Local Ref No: _____ Turn-In Doc No: _____		
Initiators Name: _____		Initiators Org Code: EP83_
Initiators Phone: (____) ____ - _____		STD: (____) NSN: 7021 _____
Item N	Y2K STATUS	*****
Mfg's C		Mfg Year: 2001
Model	Status Code: y 'Y' = Y2K Compliant	
Serial	'N' = Not Y2K Compliant	Cap Sens Code: X
CURR	'U' = Unknown Status	: 1522.00*****
Stock	Certifier's	: _____
Reimbur	Name: _____	: _____
Exc/Sal		: _____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y		
Item Desc: _____ More: _		
RETAIN (Y/N): N		
Navigation: _____		
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---		
HELP	LOPF	PREV
CNCL		CLEAR
		EXIT

INPUT DATA

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED ITEM ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110MB / ND4110PA	COMPONENT SYSTEM ITEM ADD SCREEN 2	11: 47: 06
A I		MSXXX
Prop Case No: 804101 5335C242		ITEM ID: 03
Install Name: MARSHALL SPACE FLIGHT CENTER*****		
Contact Person: XXXXXXXXXXXXXXXXXXXXXXXX*****		Phone: (XXX) XXX - XXXX
Address: BLDG XXXX1*****		Bldg: XXXX***** Room: _____
Property		Fax: (XXX) XXX - XXXX
Location	City: HUNTSVILLE*****	State: AL Zip: XXXXX _____
Country: _____		
Report To: GSA Region: 04 or DRMO DODAAC: _____		Print Doc (Y/N): N
Warehouse Loc: _____	Warehoused Date: _____	
DML Code: _	Foreign Prop: _	Reclam Code: _ CC: A1 Artifact: _
DAYS		Begin Dates End Dates
21_	Installation Screening:	03 01 2001 03 22 2001
Screening	NASA-Wide Screening:	03 01 2001 03 22 2001
Timeframes	0_ Other Federal Screening:	03 23 2001 03 23 2001
21_	Donation Screening:	03 24 2001 04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)		
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
 - GSA Region input value = reporting GSA Region
 - DRMO DODAAC input value = **blank**

- Print Doc input values = **Y** or **N**
- Warehouse Loc
- Warehoused Date input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop input value = **Y** or **blank**
- Reclam Code input values = **Y, R, or N**
- CC
- Artifact input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
 - Days
 - Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
 - Days
 - NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
 - Days
 - Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
 - Days
 - Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**

- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **Y or N**

NOTE: If you want to add more component items, enter Y

- ECN next case to be added, if any
- Cust Acct No next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
COMPONENT SYSTEM ITEM ADD SCREEN 2		10:16:12
ND4110MB / ND4110PA		MSXXX
Prop Case No: _____ Item Id: _____		
Install Name: MARSHALL SPACE FLIGHT CENTER*****		
Contact Person: XXXXXXXXXXXX*****	Phone: (XXX) XXX - XXXX	
Address: BLDG XXXX*****	Bldg: XXXX*****	Room: _____
Property	Fax: (XXX) XXX - XXXX	
Location	City: HUNTSVILLE*****	State: AL Zip: 35812 _____

ND4110MK		
If the property is located in the following areas:		
Maryland - Prince Georges and Montgomery Counties only		
Virginia - Prince William, Loudon, Fairfax, and		
Arlington Counties, and City of Alexandria		
The GSA Region should be 'W'. GSA Region: **		
Enter 'C' To Cancel: _		

Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - -		
HELP LOPF PREV	CNCL	CLEAR EXIT

INPUT DATA

- GSA Region
- Enter 'C' to Cancel input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press <Enter>. Depending on the previous data entries, NPDMS displays one of the following screens:
 - If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - If you enter **C** to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).
 - After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110MC / ND4110PA	GSA REPORTING DATA	11: 51: 52
	A I	MSXXX
Prop Case No: 804101 5335C242		
Local Ref No:	Turn-In Doc No:	
Appropriation Data: XXX		
Reimbursement Code: 1	Exc/Sale: _	Unclaimed Prop: Fair Mkt: _____
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER*****		
Contact Person: XXXXXXXXXXXXXXXX*****	Phone: (XXX) XXX - XXXX	
Address: MARSHALL SPACE FLIGHT CENTER**	Fax: (XXX) XXX - XXXX	
MAIL CODE XXXX		
City: MSFC*****	State: AL	Zip: 35812 ____
This Property is scheduled to be reported on 11 11 1995 to GSA Region: 04		
GENERAL SERVICES ADMINISTRATION	ATLANTA	GA
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF		

INPUT DATA

- Appropriation Data
- Reimbursement Code

- Exc/Sale input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

ND4110MC / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/25/99
		GSA REPORTING DATA		14: 48: 18
		A CA		MSXXX

Local Ref No:	EQUIP ECN F000041	_____
Appropriation Data	DISPOSAL CASE NMBR	t: _____
Reimbursement Code		*****
Reporting NASA Ins	ORG COST ACCT CODE oca_) 544 - 4788
Contact Person: JO	PROG COST ACCT CODE pca_) 544 - 1151
Address: MARSHALL		
MAIL CODE	PREVIOUS ORG COST ACCT CODE	_____
City: MSFC*****	PREVIOUS PROG COST ACCT CODE	_____
This Property is s		SA Region: 04
GENERAL SERVICES		GA
PRESS ENTER TO CONTINUE OR 'C' TO CANCEL _		

Navigation: _____

Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -

HELP LOPF PREV CNCL CLEAR EXIT

INPUT DATA

- Org Cost Acct Code

- Prog Cost Acct Code
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

- After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
COMPONENT SYSTEM PROPERTY CASE ADD		11: 56: 11
A I		MSXXX
Prop Case No: 804101 5335C242		
Haz Mat Ind:	Precious Metals Ind:	Total Number of Components: 3
DML Code:	Artifact:	Total Acq Cost: 3258.00
Component System Information -		
Component System Name: COMPUTER SYSTEM***** FSC Code: 7021 CC: 5		
Days	Begin Dates	End Dates
21_ Installation Screening:	10 20 1995	11 10 1995
Screening 21_ NASA-Wide Screening:	10 20 1995	11 10 1995
Timeframes 0_ Other Federal Screening:	11 11 1995	11 11 1995
21_ Donation Screening:	11 12 1995	12 03 1995
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV		CLEAR

INPUT DATA

- Component System Name
- FSC Code input value = component system level
FSC
- CC input value = component system
level CC
- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**

- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.4 Non-Controlled Component System Item Add with GSA Reporting

This process allows the user to enter Non-Controlled Component System Item Add With GSA Reporting data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

INPUT DATA

- 266

- Serial No
- MMA Code
- CC
- Cap Sens Code input values = **N, X, Q, M** or **P**
- Qty
- Unit of Measure
- Unit Acq Cost
- Stock Status Code input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = **Y** or **blank**
- Date Found input format = **MM/DD/YYYY**
- Fair Mkt
- Mat Inv input value = **Y** or **blank**
- Shelf Life Type
- Exp Date
- Ext Date
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc input value = **Y** or **N**

- Item Desc
- More input value = **Y** or **blank**
- Retain input value = **Y** or **N**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a **Y** is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
COMPONENT SYSTEM NON-CONTROLLED ITEM ADD		12: 21: 52
A CA		MSXXX
Local Ref No: _____		Cust Acct No: 33001
Initiators Name: _____		Turn-In Doc No: _____
Initiators Phone: () -		Initiators Org Code: _____
Item Name: DISPLAY*****		NSN: 7025 _____
Mfg's Code: _____	Mfg's Name: _____	Mfg Year: _____
Model		
Serial		
CURR	ND4110MI	ode: X
Please Enter Appropriation Data:		*****
Stock	_____	_____
Reimbu	_____	_____
Exc/Sa	_____	_____
Mat In	_____	_____
Haz Mat Code: Haz Mat Ind: Precious Metals Code: A Print Pickup Doc: Y		More:
Item Desc: DISPLAY_____		RETAIN (Y/N): N
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press <**ENTER**>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		MM/DD/YY
ND4110MA / ND4110PA	NON-CONTROLLED PROPERTY ADD	HH:MM:SS
A CA		XXXXXX
Cust Acct No: 33001		
Local Ref No: _____	Turn-In Doc No: _____	
Initiators Name: _____	Initiators Org Code: _____	
Initiators Phone: (____) ____-____	NSN: 7021 _____	
Item N	Y2K STATUS	*****
Mfg's C		Mfg Year: 2001
Model	Status Code: * 'Y' = Y2K Compliant	
Serial	'N' = Not Y2K Compliant	Cap Sens Code: X
CURR	'U' = Unknown Status	: 125*****
Stock	Certifier's	: _____
Reimbur	Name: _____	: _____
Exc/Sal		: _____
Mat Inv		: _____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y		
Item Desc: _____		More: _
		RETAIN (Y/N): N
Navigation: _____		
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--		
HELP	LOPF	PREV
CNCL		CLEAR
		EXIT

INPUT DATA

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
COMPONENT SYSTEM ITEM ADD SCREEN 2		12: 23: 35
A CA		MSXXX
<p>ND4110MB / ND4110PA</p>		
<p>Install Name: MARSHALL SPACE FLIGHT CENTER*****</p>		
Contact Person: XXXXXXXXXXXXXXXXXXXXXXXX*****		Phone: (XXX) XXX - XXXX
Address: BLDG XXXX*****		Bldg: XXXX***** Room: _____
Property		Fax: (XXX) XXX - XXXX
Location	City: HUNTSVILLE*****	State: AL Zip: XXXXX _____
	Country: _____	
Report To: GSA Region: 04 or DRMO DODAAC: _____		Print Doc (Y/N): N
Warehouse Loc: _____	Warehoused Date: _____	
DML Code: _	Foreign Prop: _	Reclam Code: _ CC: A1 Artifact: _
	DAYS	Begin Dates End Dates
	21_ Installation Screening:	03 01 2001 03 22 2001
Screening	21_ NASA-Wide Screening:	03 01 2001 03 22 2001
Timeframes	0_ Other Federal Screening:	03 23 2001 03 23 2001
	21_ Donation Screening:	03 24 2001 04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)		
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
<div style="display: flex; justify-content: space-between;"> HELP LOPF PREV CNCL CLEAR EXIT </div>		

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
 - GSA Region input value = reporting GSA Region
 - DRMO DODAAC input value = **blank**

- Print Doc input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop input value = **Y** or **blank**
- Reclaim Code input values = **Y, R, or N**
- CC
- Artifact input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**

- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **Y or N**

NOTE: If you want to add more component items, enter Y

- ECN next case to be added, if any
- Cust Acct No next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

```

NESA PROPERTY DISPOSAL MANAGEMENT SYSTEM
ND4110MB / ND4110PA      COMPONENT SYSTEM ITEM ADD SCREEN 2      03/01/01
                                                                    10: 16: 12
                                                                    MSXXX

Prop Case No:              Item Id:

  Install Name: MARSHALL SPACE FLIGHT CENTER*****
  Contact Person: XXXXXXXXXXXXXXXXXXXX***** Phone: ( XXX ) XXX - XXXX
  Address: BLDG XXXX***** Bldg: XXXX***** Room: _____
  Property Location City: HUNTSVILLE***** Fax: ( XXX ) XXX - XXXX
  State: AL Zip: XXXXX _____
*****
ND4110MK

If the property is located in the following areas:

  Maryland - Prince Georges and Montgomery Counties only
  Virginia - Prince William Loudon, Fairfax, and
  Arlington Counties, and City of Alexandria

The GSA Region should be 'W'.      GSA Region: **

Enter 'C' To Cancel: _
*****

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
HELP  LOPF  PREV  CNCL                      CLEAR                      EXIT

```

INPUT DATA

- GSA Region
- Enter 'C' to Cancel input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:
 - If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - If you enter **C** to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).
 - After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110MC / ND4110PA	GSA REPORTING DATA	12: 26: 34
	A CA	MSXXX
Local Ref No:	Turn-In Doc No:	
Appropriation Data: TEST1		
Reimbursement Code: 1	Exc/Sale: _	Unclaimed Prop: Fair Mkt: _____
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER*****		
Contact Person: XXXXXXXXXXXXXXXX*****	Phone: (XXX) XXX - XXXX	
Address: MARSHALL SPACE FLIGHT CENTER**	Fax: (XXX) XXX - XXXX	
MAIL CODE XXXX		
City: MSFC*****	State: AL	Zip: XXXXX ____
This Property is scheduled to be reported on 03 23 2001 to GSA Region: 04		
GENERAL SERVICES ADMINISTRATION		ATLANTA GA
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/25/99
GSA REPORTING DATA		14:48:18
A CA		MSWCH
ND4110MC / ND4110PA		
Local Ref No:	EQUIP ECN F000041	
Appropriation Data	DISPOSAL CASE NMBR	t: _____
Reimbursement Code		*****
Reporting NASA Ins	ORG COST ACCT CODE oca_) 544 - 4788
Contact Person: JO	PROG COST ACCT CODE pca_) 544 - 1151
Address: MARSHALL		
MAIL CODE		
City: MSFC*****	PREVIOUS ORG COST ACCT CODE	
	PREVIOUS PROG COST ACCT CODE	
This Property is s		SA Region: 04
GENERAL SERVICES		GA
PRESS ENTER TO CONTINUE		
OR 'C' TO CANCEL _		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP	LOPF	PREV
	CNCL	
	CLEAR	EXIT

INPUT DATA

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated. NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110ME / ND4110PA	COMPONENT SYSTEM PROPERTY CASE ADD	11: 56: 11
A I		MSXX
Prop Case No: 804101 5335C242		
Haz Mat Ind:	Precious Metals Ind:	Total Number of Components: 3
DML Code:	Artifact:	Total Acq Cost: 3258.00
Component System Information -		
Component System Name: COMPUTER SYSTEM***** FSC Code: 7021 CC: 5		
Days	Installation Screening:	Begin Dates
21_		11 10 1995
Screening	NASA-Wide Screening:	11 10 1995
21_		11 10 1995
Timeframes	Other Federal Screening:	11 11 1995
0_		11 11 1995
21_	Donation Screening:	12 03 1995
		12 03 1995
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CLEAR		

INPUT DATA

- Component System Name
- FSC Code
input value = component system level FSC
- CC
input value = component system level CC
- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates
input format = **MM/DD/YYYY**
 - End Dates
input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates
input format = **MM/DD/YYYY**
 - End Dates
input format = **MM/DD/YYYY**
- Days
- Other Federal Screening

- Begin Dates input format = **MM/DD/YYYY**
- End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.5 Controlled Add With DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Controlled Add With DRMO Transfer function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection, enter the ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
CONTROLLED PROPERTY ADD		14:16:32
A CA		MSXXX
Cust Acct No: 15020		ECN: G080119
Local Ref No: _____	Turn-In Doc No: _____	
Initiators Name: _____	Initiators Org Code: XXXX_	
Initiators Phone: () - -	STD: ()	NSN: 5975
Item Name: RACK, ELECTRICAL EQUIPMENT*****		
Mfg's Code: 23481	Mfg's Name: ZERO CORP	ZERO SOUTH DIV _____
		Mfg Year: 1989
Model		
Serial	ode: Q	
CURR	ND4110MI Please Enter Appropriation Data: *****	
Stock		
Reimbu		
Exc/Sa	Enter 'C' to Cancel: _	
Haz Mat Code: _ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y		
Item Desc: _____		More: _
		RETAIN (Y/N): N
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL CLEAR EXIT		

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name

- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

INPUT DATA

- Local Ref No
- Turn-in Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = valid code, **ZZZZZ** or
 If using Z or X see
 corresponding entry for Mfg's Name.
- Mfg's Name input values = name with matching
 Mfg's Code, **UNKNOWN** with **ZZZZZ**
 Mfg's Code, or **MFG CODE NOT**
 ASSIGNED with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Unit Acq Cost

- Stock Status Code input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = **Y** or **blank**
- Date Found input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc input value = **Y** or **N**
- Item Desc
- More input value = **Y** or **blank**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, NPDMS displays a pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN		ITEM DESCRIPTION
PROP	ITEM 1	1
DESC		2
		3
		4
		5
		6
TECH		
HEADERS		
TECH		1
DESC		2
		3
		4
		5
		6

Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
 HELP LOPF CNCL PGUP PGDN INSRT

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
CONTROLLED PROPERTY ADD		14: 24: 27
A CA		MSXXX
Cust Acct No: 15020 ECN: G080119		
Local Ref No: _____	Turn-In Doc No: _____	
Initiators Name: _____	Initiators Org Code: XXXX_	
Initiators Phone: (____) ____ - ____	STD: (____) NSN: 5975 _____	
Item Name: RACK, ELECTRICAL EQUIPMENT*****		
Mfg's Code: 23481	Mfg's Name: ZERO CORP ZERO SOUTH DIV_____	Mfg Year: XXXX
Model _____		
Serial _____		ode: Q
CURR ND4110MI	Please Enter Appropriation Data:	****
Stock _____		
Reimbu _____		
Exc/Sa _____	Enter 'C' to Cancel: _	
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y		
Item Desc: _____ More: _		
Navigation: _____ RETAIN (Y/N): N		
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press <ENTER>. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		MM/DD/YY
CONTROLLED PROPERTY ADD		HH:MM:SS
A CA		XXXXX
Cust Acct No: 02022 ECN: G000101		
Local Ref No: _____	Turn-In Doc No: _____	
Initiators Name: _____	Initiators Org Code: EP83_	
Initiators Phone: (____) ____ - ____	STD: (____) NSN: 7021 _____	
Item N _____	Y2K STATUS	*****
Mfg's C _____		Mfg Year: 2001
Model _____	Status Code: y 'Y' = Y2K Compliant	
Serial _____	'N' = Not Y2K Compliant	Cap Sens Code: X
CURR _____	'U' = Unknown Status	: 1522.00*****
Stock _____	Certifier's	: _____
Reimbur _____	Name: _____	: _____
Exc/Sal _____		: _____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y		
Item Desc: _____ More: _		
Navigation: _____ RETAIN (Y/N): N		
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ADD SCREEN 2		14: 26: 24
A CA		MSXXX
<div style="display: flex; justify-content: space-between;"> <div> <p>Install Name: MARSHALL SPACE FLIGHT CENTER*****</p> <p>Contact Person: XXXXXXXXXXXXXXXXXXXXXXXX*****</p> <p>Address: BLDG XXXX*****</p> </div> <div> <p>Phone: (XXX) XXX - XXXX</p> <p>Bldg: XXXX***** Room: XXXXX</p> <p>Fax: (XXX) XXX - XXXX</p> </div> </div>		
Property Location	City: HUNTSVILLE*****	State: AL Zip: XXXXX ____
Country: _____		
Report To: GSA Region: 04 or DRMD DODAAC: _____ Print Doc (Y/N): N		
Warehouse Loc:	Warehoused Date: ____	
DML Code: _	Foreign Prop: _	Reclam Code: _ CC: A1 Artifact: _
	DAYS	Begin Dates End Dates
Screening	21_ Installation Screening:	03 01 2001 03 22 2001
Timeframes	21_ NASA-Wide Screening:	03 01 2001 03 22 2001
	21_ Other Federal Screening:	03 23 2001 04 13 2001
	21_ Donation Screening:	04 14 2001 05 05 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)		
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOFF PREV		

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax

- City
- State
- Zip
- Country
- Report to:
 - GSA Region input value = **blank**
 - DRMO DODAAC transferring DRMO DODAAC
- Print Doc input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop input value = **Y** or **blank**
- Reclam Code input values = **Y**, **R**, or **N**
- CC
- Artifact input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days

- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **N**
- ECN input value = next case to be added, if any
- Cust Acct No input value = next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

NPDMS displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110MD / ND4110PA	DRMO DATA	14: 32: 18
		MSXXX
Local Ref No:	Turn-In Doc No:	
Appropriation Data:		
Reimbursement Code:	Exc/Sale:	Unclaimed Prop: Fair Mkt:
This property is scheduled to be reported on _____ to DoDAAC:		
Ship from Fedstrip ACC:		Supplementary Address:
Document Identifier Code: TID ADPE Identification: _ Physical Security: *		
Disposal Authority Code: * Mark For: _		
Additional Data Code: Shipping: _ DRMO Receiving: _		
Navigation: _____		
Enter- PF1 --- PF2 --- PF3 --- PF4 --- PF5 --- PF6 --- PF7 --- PF8 --- PF9 --- PF10 --- PF11 --- PF12 ---		
HELP LOPF		

INPUT DATA

- ADPE Identification input values = **1, 2, 3, 4, 5, 6, 7, 8, 9, 0**, or **blank**
- Physical Security input values = **A - Z, 1 - 9**
- Disposal Authority Code input values = **N, M** or **R**
- Mark For input value = **HM** or **HW**
- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.6 Non-Controlled Add with DRMO Transfer

This process allows the user to enter single case Non-Controlled Add With DRMO Transfer data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110MA / ND4110PA	NON-CONTROLLED PROPERTY ADD	14: 37: 03
A CA		MSXXX
Cust Acct No: 16230 ECN: G080140		
Local Ref No: _____	Turn-In Doc No: _____	
Initiators Name: _____	Initiators Org Code: XXXX_	
Initiators Phone: (____) ____ - ____	STD: (____) NSN: 6530 _____	
Item Name: WHEELCHAIR, MOTORIZED CART*****		
Mfg's Code: 21123	Mfg's Name: EVEREST AND JENNINGS INC_____	Mfg Year: 1988
Model No: MBIE-L-B	Part No: _____	
Serial No: 2869171	MMA Code: _____	CC: ** Cap Sens Code: Q
CURR QTY: 1****	UNIT OF MEASURE: EA	UNIT ACQ COST: 1157.00*****
Stock Status Code: 5	Contr Prop: _	Tag No: _____
Reimbursement Code: _	Grantee Prop: _	Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _	Date Found: _ _ _ _	Fair Mkt: _____
Haz Mat Code: _ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y		
Item Desc: _____		More: _
		RETAIN (Y/N): N
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN

- input format = **MM/DD/YYYY**

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN		ITEM DESCRIPTION
PROP	ITEM 1	1
DESC		2
		3
		4
		5
		6
TECH		
HEADERS		
TECH		1
DESC		2
		3
		4
		5
		6

Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
 HELP LOPF CNCL PGUP PGDN INSRT

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4110MA / ND4110PA      NON-CONTROLLED PROPERTY ADD      14: 45: 56
                        A CA      MSXXX
                        Cust Acct No: 16230 ECN: G080140

Local Ref No: _____ Turn-In Doc No: _____
Initiators Name: _____ Initiators Org Code: XXXX
Initiators Phone: ( ____ ) ____ - ____ STD: ( ____ ) NSN: 6530 _____
Item Name: WHEELCHAIR, MOTORIZED CART*****
Mfg's Code: 21123 Mfg's Name: EVEREST AND JENNINGS INC_____ Mfg Year: 1988
Model
Serial
CURR ND4110MI      Please Enter Appropriation Data:      ode: Q
                        *****
Stock
Reimbu
Exc/Sa
                        Enter 'C' to Cancel: _

Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: _____ More: _
                        RETAIN (Y/N): N

Navigation: _____
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
HELP LOPF PREV CNCL CLEAR EXIT

```

INPUT DATA

- Additional Item Description.
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<ENTER>**. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		MM/DD/YY
ND4110MA / ND4110PA	NON-CONTROLLED PROPERTY ADD	HH:MM:SS
A CA		XXXXXX
Cust Acct No: 33001		
Local Ref No: _____	Turn-In Doc No: _____	
Initiators Name: _____	Initiators Org Code: _____	
Initiators Phone: (____) _____	NSN: 7021 _____	
Item N	Y2K STATUS	*****
Mfg's C		Mfg Year: 2001
Model	Status Code: * 'Y' = Y2K Compliant	
Serial	'N' = Not Y2K Compliant	Cap Sens Code: X
CURR	'U' = Unknown Status	: 125*****
Stock	Certifier's	: _____
Reimbur	Name: _____	: _____
Exc/Sal		: _____
Mat Inv		: _____
Haz Mat Code: __	Haz Mat Ind: _	Precious Metals Code: A
Item Desc: _____	Print Pickup Doc: Y	More: _
		RETAIN (Y/N): N
Navigation: _____		
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---		
HELP	LOPF	PREV
CNCL	CLEAR	EXIT

INPUT DATA

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110MB / ND4110PA	ADD SCREEN 2	14: 49: 46
	A CA	MSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER*****		
Contact Person: XXXXXXXXXXXXXXXX*****	Phone: (XXX) XXX - XXXX	
Address: BLDG XXXX*****	Bldg: XXXX***** Room: XXXXX	
Property Location	Fax: (XXX) XXX - XXXX	
City: HUNTSVILLE*****	State: AL Zip: XXXXX ____	
Country: _____		
Report To: GSA Region: 04 or DRMO DODAAC: _____	Print Doc (Y/N): N	
Warehouse Loc: _____	Warehoused Date: ____	
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1 Artifact: _		
DAYS	Begin Dates	End Dates
21_ Installation Screening:	03 01 2001	03 22 2001
Screening 21_ NASA-Wide Screening:	03 01 2001	03 22 2001
Timeframes 21_ Other Federal Screening:	03 23 2001	04 13 2001
21_ Donation Screening:	04 14 2001	05 05 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)		
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:
- GSA Region input value = **blank**
- DRMO DODAAC input value = transferring DRMO DODAAC

- Print Doc input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop input value = **Y** or **blank**
- Reclaim Code input values = **Y, R, or N**
- CC
- Artifact input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**

- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **Y or N**
- ECN input value = next case to be added, if any
- Cust Acct No input value = next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM DRMO DATA		03/01/01 14:32:18 MSXXX	
Local Ref No:		Turn-In Doc No:			
Appropriation Data:					
Reimbursement Code:	Exc/Sale:	Unclaimed Prop:	Fair Mkt:		
This property is scheduled to be reported on				to DoDAAC:	
Ship from Fedstrip ACC:		Supplementary Address:			
Document Identifier Code: TID		ADPE Identification: _		Physical Security: *	
Disposal Authority Code: *		Mark For: _			
Additional Data Code: _		Shipping: _		DRMO Receiving: _	
Navigation: _____					
Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
HELP LOPF					

INPUT DATA

- ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank
- Physical Security input values = A - Z, 1 - 9
- Disposal Authority Code input values = N, M, or R
- Mark For input value = HM or HW
- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.7 Controlled Component System Item Add with DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add With DRMO Transfer function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection, enter the ECN and optionally the Cust Acct No to access the COMPONENT SYSTEM CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
COMPONENT SYSTEM CONTROLLED ITEM ADD		15: 09: 16
A CA		MSXXX
ND4110MA / ND4110PA	Item ID	Cust Acct No: 33001 ECN:
Prop Case No:	Turn-In Doc No:	
Local Ref No:	Initiators Name:	Initiators Org Code:
Initiators Phone: () -	NSN: ****	
Item Name: *****		
Mfg's Code:	Mfg's Name:	Mfg Year:
Model No:	Part No:	
Serial No:	MMA Code:	CC: ** Cap Sens Code: X
CURR QTY: *****	UNIT OF MEASURE: **	UNIT ACQ COST: *****
Stock Status Code: 5	Contr Prop: _	Tag No: _____
Reimbursement Code: _	Grantee Prop: _	Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _	Date Found: _ _ _	Fair Mkt: _____
Mat Inv: _ SHELF LIFE TYPE: 0	EXP DATE: _ _ _	EXT DATE: _____
Haz Mat Code: _ Haz Mat Ind: _	Precious Metals Code: A	Print Pickup Doc: Y
Item Desc: _____	More: _	RETAIN (Y/N): N
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL CLEAR EXIT		

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std

- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

INPUT DATA

- Local Ref No
- Turn-in Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = valid code, **ZZZZZ** or **XXXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No

- Serial No
- MMA Code
- CC
- Unit Acq Cost
- Stock Status Code input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = **Y** or **blank**
- Date Found input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc input value = **Y** or **N**
- Item Desc
- More input value = **Y** or **blank**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, NPDMS displays pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN		ITEM DESCRIPTION
PROP	ITEM 1	1
DESC		2
		3
		4
		5
		6
TECH		
HEADERS		
TECH		1
DESC		2
		3
		4
		5
		6
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - <div style="display: flex; justify-content: space-between; font-family: monospace;"> HELP LOPF CNCL PGUP PGDN INSRT </div>		

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110MB / ND4110PA	ADD SCREEN 2	12: 26: 45
	A CA	MSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER*****		
Contact Person: XXXXXXXXXXXXXXXX*****	Phone: (XXX) XXX - XXXX	
Address: BLDG XXXX*****	Bldg: 8025***** Room: _____	
Property Location	Fax: (XXX) XXX - XXXX	
City: HUNTSVILLE*****	State: AL Zip: XXXXX _____	
Country: _____		
Report To: GSA Region: 04 or DRMO DODAAC: _____	Print Doc (Y/N): N	
Warehouse Loc: _____	Warehoused Date: _____	
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1 Artifact: _		
DAYS	Begin Dates	End Dates
21_ Installation Screening:	03 01 2001	03 22 2001
Screening 21_ NASA-Wide Screening:	03 01 2001	03 22 2001
Timeframes 0_ Other Federal Screening:	03 23 2001	03 23 2001
21_ Donation Screening:	03 24 2001	04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)		
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:
 - GSA Region input value = **blank**
 - DRMO DODAAC input value = transferring DRMO DODAAC

- If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- 305

- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **Y or N**

NOTE: If you want to add more component items, enter Y

- ECN input value = next case to be added, if any
- Cust Acct No input value = next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:
 - If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.

If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
DRMO DATA		14: 32: 18
ND4110MD / ND4110PA		MSXXX
Local Ref No:		Turn-In Doc No:
Appropriation Data:		
Reimbursement Code:	Exc/Sale:	Unclaimed Prop: Fair Mkt:
This property is scheduled to be reported on		to DoDAAC:
Ship from Fedstrip ACC:		Supplementary Address:
Document Identifier Code: TID ADPE Identification: _ Physical Security: *		
Disposal Authority Code: * Mark For: _		
Additional Data Code: Shipping: _ DRMO Receiving: _		
Navigation: _____		
Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP LOPF		

- ADPE Identification input values = **1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank**
- Physical Security input values = **A - Z, 1 - 9**
- Disposal Authority Code input values = **N, M or R**
- Mark For input value = **HM or HW**
- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

Appropriate data fields are populated and displayed by the system.

NDA110ME / NDA110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM PROPERTY CASE ADD A I		03/01/01 11:56:11 MSXXX
Prop Case No: 804101 5335C242				
Haz Mat Ind:		Precious Metals Ind:	Total Number of Components: 3	
DML Code:		Artifact:	Total Acq Cost: 3258.00	
Component System Information -				
Component System Name: COMPUTER SYSTEM***** FSC Code: 7021 CC: 5				
	Days		Begin Dates	End Dates
	21_	Installation Screening:	10 20 1995	11 10 1995
Screening	21_	NASA-Wi de Screening:	10 20 1995	11 10 1995
Timeframes	0_	Other Federal Screening:	11 11 1995	11 11 1995
	21_	Donation Screening:	11 12 1995	12 03 1995
Method = Install: C NASA-Wi de: C (C=NPdMS Catalog, F=Fax, L=Local, N=NEMS Only)				
Navigation:				
Enter- PF13- PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24- --				
HELP LOFP PREV			CLEAR	

- Component System Name
- FSC Code input value = component system level

FSC

- CC
 - input value = component system level CC
- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates
 - input format = **MM/DD/YYYY**
 - End Dates
 - input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates
 - input format = **MM/DD/YYYY**
 - End Dates
 - input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates
 - input format = **MM/DD/YYYY**
 - End Dates
 - input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates
 - input format = **MM/DD/YYYY**
 - End Dates
 - input format = **MM/DD/YYYY**
- Method
 - Install
 - input values = **C, F, L, or N**
 - NASA-Wide
 - input values = **C, F, L or N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.8 Non-Controlled Component System Item Add with DRMO Transfer

This process allows the user to enter Component System Item Non-Controlled Add With DRMO Transfer data.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110MA / ND4110PA	COMPONENT SYSTEM NON-CONTROLLED ITEM ADD	15:09:16
A CA		MSXXX
Prop Case No:	Item ID	Cust Acct No: 33001 ECN:
Local Ref No:	Turn-In Doc No:	
Initiators Name:	Initiators Org Code:	
Initiators Phone: () -	NSN: ****	
Item Name: *****		
Mfg's Code:	Mfg's Name:	Mfg Year:
Model No:	Part No:	
Serial No:	MMA Code:	CC: ** Cap Sens Code: X
CURR QTY: *****	UNIT OF MEASURE: **	UNIT ACQ COST: *****
Stock Status Code: 5	Contr Prop: _	Tag No: _____
Reimbursement Code: _	Grantee Prop: _	Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _	Date Found: _ _ _	Fair Mkt: _____
Mat Inv: _ SHELF LIFE TYPE: 0	EXP DATE: _ _ _	EXT DATE: _ _ _
Haz Mat Code: _ Haz Mat Ind: _	Precious Metals Code: A	Print Pickup Doc: Y
Item Desc: _____	More: _	
		RETAIN (Y/N): N
Navigation: _____		
Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- -		
HELP LOPF PREV CNCL CLEAR EXIT		

INPUT DATA

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = blank, valid code, **ZZZZ**
or **XXXXX**. If using Z or X see corresponding
entry for Mfg's Name.
- Mfg's Name input values = blank, name with
matching Mfg's Code, **UNKNOWN** with **ZZZZZ**
Mfg's Code, or **MFG CODE NOT ASSIGNED** with
XXXXX Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code input values = **N, X, Q, M** or **P**
- Qty
- Unit of Measure
- Unit Acq Cost
- Stock Status Code input values = **1** for Store Stock, **2** for
Program Stock, **3** for Stand-By-Stock, **4**
for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**
- Tag No

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN		ITEM DESCRIPTION
PROP	ITEM 1	1
DESC		2
		3
		4
		5
		6
TECH		
HEADERS		
TECH		1
DESC		2
		3
		4
		5
		6

Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
 HELP LOPF CNCL PGUP PGDN INSRT

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
		COMPONENT SYSTEM NON-CONTROLLED ITEM ADD		14:11:00
				MSXXX
Prop Case No:	Item No:	Cust Acct No:	16230 ECN: G080140	
Local Ref No:	Turn-In Doc No:			
Initiators Name:	Initiators		Org Code: XXXX	
Initiators Phone: () -	STD: ()	NSN: XXXX		
Item Name: WHEELCHAIR, MOTORIZED CART*****				
Mfg's Code: XXXXX	Mfg's Name: EVEREST AND JENNINGS INC	Mfg Year: XXXX		
Model				
Serial	ode: Q			
CURR	ND4110MI	Please Enter Appropriation Data:		****
Stock				
Reimbu				
Exc/Sa	Enter 'C' to Cancel: _			
Haz Mat Code: _ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y				
Item Desc: More: _				
Navigation: RETAIN (Y/N): N				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP	LOPF	PREV	CNCL	CLEAR EXIT

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<ENTER>**. NPDMS then displays the Y2K Status pop-up window. If you enter C to cancel, NPDMS will display the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		MM/DD/YY
NON-CONTROLLED PROPERTY ADD		HH:MM:SS
A CA		XXXXXX
		Cust Acct No: 33001
Local Ref No: _____	Turn-In Doc No: _____	
Initiators Name: _____		Initiators Org Code: _____
Initiators Phone: (____) ____ - ____		NSN: 7021 _____
Item N	Y2K STATUS	*****
Mfg's C		Mfg Year: 2001
Model	Status Code: * 'Y' = Y2K Compliant	
Serial	'N' = Not Y2K Compliant	Cap Sens Code: X
CURR	'U' = Unknown Status	: 125*****
Stock	Certifier's	: _____
Reimbur	Name: _____	: _____
Exc/Sal		: _____
Mat Inv		: _____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y		
Item Desc: _____		More: _
		RETAIN (Y/N): N
Navigation: _____		
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---		
HELP	LOPF	PREV
CNCL		CLEAR
		EXIT

INPUT DATA

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM ITEM ADD SCREEN 2		03/01/01 12: 26: 45 MSXXX
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Install Name: MARSHALL SPACE FLIGHT CENTER*****</p> <p>Contact Person: XXXXXXXXXXXXXXXXXXXXXXXX*****</p> <p>Address: BLDG XXXX*****</p> <p>Property Location: _____</p> <p>City: HUNTSVILLE*****</p> <p>Country: _____</p> <p>Report To: GSA Region: 04 or DRMO DODAAC: _____</p> <p>Warehouse Loc: _____</p> <p>DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1</p> <p>21_ Installation Screening: 03 01 2001</p> <p>Screening 21_ NASA-Wide Screening: 03 01 2001</p> <p>Timeframes 0_ Other Federal Screening: 03 23 2001</p> <p>21_ Donation Screening: 03 24 2001</p> <p>Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)</p> <p>ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____</p> <p>Navigation: _____</p> <p>Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -</p> <p style="text-align: center;">HELP LOPF PREV CNCL CLEAR EXIT</p> </div> <div style="width: 35%;"> <p>Phone: (XXX) XXX - XXXX</p> <p>Bldg: XXXX***** Room: _____</p> <p>Fax: (XXX) XXX - XXXX</p> <p>State: AL Zip: XXXXX _____</p> <p>Print Doc (Y/N): N</p> <p>Warehoused Date: _ _ _ _</p> <p>Artifact: _</p> <p>Begin Dates End Dates</p> <p>03 01 2001 03 22 2001</p> <p>03 01 2001 03 22 2001</p> <p>03 23 2001 03 23 2001</p> <p>03 24 2001 04 14 2001</p> </div> </div>				

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:
 - GSA Region input value = **blank**
 - DRMO DODAAC input value = transferring DRMO
DODAAC

- Print Doc input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop input value = **Y** or **blank**
- Reclaim Code input values = **Y, R, or N**
- CC
- Artifact input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**

- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **Y or N**

NOTE: If you want to add more component items, enter Y.

- ECN input value = next case to be added, if any
- Cust Acct No input value = next case to be added, if any
- NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:
 - If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
DRMO DATA		14: 32: 18
ND4110MD / ND4110PA		MSXXX
Local Ref No:		Turn-In Doc No:
Appropriation Data:		
Reimbursement Code:	Exc/Sale:	Unclaimed Prop:
		Fair Mkt:
This property is scheduled to be reported on		to DoDAAC:
Ship from Fedstrip ACC:		Supplementary Address:
Document Identifier Code: TID ADPE Identification: _ Physical Security: * Disposal Authority Code: * Mark For: _ Additional Data Code: Shipping: _ DRMO Receiving: _ Navigation: _____ Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- HELP LOPF		

- ADPE Identification input values = **1, 2, 3, 4, 5, 6, 7, 8, 9, 0,**
or **blank**
- Physical Security input values = **A - Z, 1 - 9**
- Disposal Authority Code input values = **N, M,** or **R**
- Mark For input value = **HM** or **HW**
- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

Appropriate data fields are populated and displayed by the system.

```

Private data nodes are populated and displayed by the system.

                                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                03/01/01
ND4110ME / ND4110PA                                COMPONENT SYSTEM PROPERTY CASE ADD                                14: 52: 04
                                                    MSXXX

Prop Case No:

    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:
    DML Code:         Artifact:                  Total Acq Cost:

Component System Information -
    Component System Name: ***** FSC Code: **** CC: **

                                Days                                Begin Dates                                End Dates
                                0__                                ** * * * * *                                ** * * * * *
Screening                   Installation Screening:
                                0__                                ** * * * * *                                ** * * * * *
Timeframes                 NASA-Wide Screening:
                                0__                                ** * * * * *                                ** * * * * *
Other Federal Screening:
                                0__                                ** * * * * *                                ** * * * * *
Donation Screening:
Method = Install: * NASA-Wide: * (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)

Navigation: _____
Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  LOPF  PREV                                EXIT

```

- Component System Name
- FSC Code input value = component system

level FSC

- CC
 - input value = component system level CC
- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates
 - input format = **MM/DD/YYYY**
 - End Dates
 - input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates
 - input format = **MM/DD/YYYY**
 - End Dates
 - input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates
 - input format = **MM/DD/YYYY**
 - End Dates
 - input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates
 - input format = **MM/DD/YYYY**
 - End Dates
 - input format = **MM/DD/YYYY**
- Method
 - Install
 - input values = **C, F, L, or N**
 - NASA-Wide
 - input values = **C, F, L or N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.9 Component System Item Add To Existing Component System

This Add process allows the user to Add an item to an established component system.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection, enter an existing Component System Prop Case No and Press **<Enter>**. This brings up ND4110MA screen with Prop Case No and Next Item Id (assigned by the system).
- Appropriate data fields are populated and displayed by the system.
- Refer to the following UOG sections for step-by-step instructions:
 - 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)
 - 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)
 - 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)
 - 4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to add another component item:

ND4110MB / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM ITEM ADD SCREEN 2		03/01/01 12:26:45 MSXXX
Property Case No:		Item Id:		
Install Name: MARSHALL SPACE FLIGHT CENTER*****				
Contact Person: XXXXXXXXXXXXXXXX*****		Phone: (XXX) XXX - XXXX		
Address: BLDG XXXX*****		Bldg: XXXX***** Room: _____		
Property Location	City: HUNTSVILLE*****	Fax: (XXX) XXX - XXXX		
	Country: _____	State: AL Zip: XXXXX _____		
Report To: GSA Region: 04 or DRMD DODAAC: _____		Print Doc (Y/N): N		
Warehouse Loc: _____		Warehoused Date: _____		
DML Code: _	Foreign Prop: _	Reclam Code: _	CC: A1	Artifact: _
	DAYS	Begin Dates	End Dates	
Screening	21_ Installation Screening:	03 01 2001	03 22 2001	
Timeframes	0_ NASA-Wide Screening:	03 01 2001	03 22 2001	
	21_ Other Federal Screening:	03 23 2001	03 23 2001	
	21_ Donation Screening:	03 24 2001	04 14 2001	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)				
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____				
Navigation: _____				
Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - -				
HELP LOPF PREV CNCL CLEAR EXIT				

INPUT DATA

- Print Doc input value = **Y** or **N**

NOTE: If the property of either case was reported to GSA, the user may wish to generate a correction document to GSA.

- Additional Component Item input value = **Y**
- Press **<Enter>**.

If Print Doc equals Y, NPDMS displays the pop-up window (ND5100MB).

ND4110MB / ND4210PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM ITEM ADD SCREEN 2		03/01/01 12:34:52 MSXXX
		CH CA		
PROP CASE NO: 804101 6282S031				
Install Name: MARSHALL SPACE FLIGHT CENTER*****				
Contact Person: XXXXXXXXXXXXXXXX*****		Phone: (XXX) XXX - XXXX		
Address: MARSHALL SPACE FLIGHT CENTER**		Bldg: XXXX***** Room: XXXX_		
Proper Locati		11		
Report Wareho		_____		
DML Co		_____		
Screen Timefr		_____		
Method		_____		
Navigation: _____				
Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - -				
HELP LOPF PREV CNCL CLEAR EXIT				

ND5100MB

Mark the document(s) you wish printed

- Print NASA 811 ('Y')	ct: _
- Print NASA 812 ('Y')	s
- Print SF-120 Correction ('C')	96
- Print SF-120 Withdrawal ('W')	96
- Print DD-1348-1A ('Y')	96
- Print Foreign Disposal Approval Form ('Y')	96

Enter 'C' to Cancel: _

INPUT DATA

- Print SF-120 Correction ('C') input value = **C**
- Press **<Enter>**.

If Print SF-120 equals C, NPDMS displays the pop-up window (ND5100MD).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND4110MB / ND4210PA	COMPONENT SYSTEM ITEM ADD SCREEN 2	12: 34: 52
CH CA		MSXXX
PROP CASE NO: 804101 6282S031		
Install Name: MARSHALL SPACE FLIGHT CENTER*****		
Contact Person: XXXXXXXXXXXXXXXX*****	Phone: (XXX) XXX - XXXX	
Address: MARSHALL SPACE FLIGHT CENTER**	Bl dg: XXXX*****	Room: XXXX_
Property MAIL CODE XXXX	Fax: (XXX) XXX - XXXX	
Location City: MSFC*****	State: AL Zip: XXXXX	

ND5100MD		
GSA Withdrawal Approval Date: ** ** ****		
Withdrawal/Correction Narrative:		

Enter 'C' to Cancel: _		

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL		EXIT

INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. From this point, NPDMS processing continues the same as in the previously cited UOG Sections. Refer to the appropriate UOG Sections. If you enter **C** to Cancel, NPDMS displays the component System Item Add Screen 2 (ND4110MB).

4.8.1.10 Single and Component System Item Case Add With Receipt

This Add process allows the user to generate a Receipt, which records the physical receipt of personal property by the PDO. To generate a Receipt outside the Add process refer to UOG Section 4.8.4.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message

if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the Case Add screen,
- Appropriate data fields are populated and displayed by the system.
- Refer to the following UOG sections for step-by-step instructions:
 - 4.8.1.1 (Controlled Add with GSA Reporting)
 - 4.8.1.2 (Non-Controlled Add with GSA Reporting)
 - 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)
 - 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)
 - 4.8.1.5 (Controlled Add with DRMO Transfer)
 - 4.8.1.6 (Non-Controlled Add with DRMO Transfer)
 - 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)
 - 4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to generate a Receipt at the time of Add:

ND4110MB / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM ITEM ADD SCREEN 2		03/01/01 12:26:45 MSXXX	
Prop Case No:		Item Id:			
Install Name: MARSHALL SPACE FLIGHT CENTER*****					
Contact Person:		XXXXXXXXXXXX*****		Phone: (XXX) XXX - XXXX	
Address:		BLDG XXXX*****		Bldg: XXXX***** Room: _____	
Property Location		City: HUNTSVILLE*****		Fax: (XXX) XXX - XXXX	
		Country: _____		State: AL Zip: XXXXX _____	
Report To: GSA Region: 04 or DRMD DODAAC: _____		Print Doc (Y/N): N			
Warehouse Loc: _____		Warehoused Date: _____			
DML Code: _		Foreign Prop: _		Reclam Code: _ CC: A1 Artifact: _	
DAYS		Begin Dates		End Dates	
21_ Installation Screening:		03 01 2001		03 22 2001	
Screening 21_ NASA-Wide Screening:		03 01 2001		03 22 2001	
Timeframes 0_ Other Federal Screening:		03 23 2001		03 23 2001	
21_ Donation Screening:		03 24 2001		04 14 2001	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)					
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____					
Navigation: _____					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP		LOPF		PREV	
		CNCL		CLEAR	
				EXIT	

INPUT DATA

- Warehouse Loc
- Warehoused Date input format = **MM/DD/YYYY**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**

- End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- NPDMS will test for modifications made to the date fields when the **<Enter>** key is pressed. The ND4110MB (ADD SCREEN 2) screen will display again with newly calculated dates.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- From this point, NPDMS processing continues the same as in the previously cited UOG Sections. Refer to the appropriate UOG Sections.

4.8.1.11 Non-Controlled/Controlled Property Check

This Add process is initiated for the functional Add of Non-Controlled property Add data. During the Non-Controlled property Add, the system checks for Controlled (NEMS-tagged) property using the manufacturer model, serial number, quantity, and unit of measure. If the quantity equals one (1), and the unit of measure equals each (ea), and a match of the manufacturer model and serial number occurs for a controlled piece of property monitored by NEMS, NPDMS allows the user to process the property as Controlled or Non-Controlled.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD (ND4110MA) screen,

Appropriate data fields are populated and displayed by the system.

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
		NON-CONTROLLED PROPERTY ITEM ADD		10: 48: 18
				MSXXX
Prop Case No: 804101 5335C242		ITEM ID: 03 Cust Acct No: 33001		
Local Ref No: _____		Turn-In Doc No: _____		
Initiators Name: _____		Initiators Org Code: _____		
Initiators Phone: (____) ____ - ____		NSN: **** _____		
Item Name: *****				
Mfg's Code: _____		Mfg's Name: _____		Mfg Year: _____
Model No: _____		Part No: _____		
Serial No: _____		MMA Code: _____	CC: **	Cap Sens Code: X
QTY: ****		UNIT OF MEASURE: **		ACQ COST: *****
Stock Status Code: 5		Contr Prop: _		Tag No: _____
Reimbursement Code: _		Grantee Prop: _		Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _		Date Found: _ _ _		Fair Mkt: _____
Mat Inv: _ SHELF LIFE TYPE: 0		EXP DATE: _ _ _		EXT DATE: _ _ _
Haz Mat Code: _ Haz Mat Ind: _		Precious Metals Code: A Print Pickup Doc: Y		
Item Desc: _____		More: _		
		RETAIN (Y/N): N		
Navigation: _____				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL CLEAR EXIT				

INPUT DATA

- Local Ref No

- | Field | Input Value |
|-----------------------|---|
| • Turn-In Doc No | input value = your document number |
| • Initiators Name | |
| • Initiators Org Code | |
| • Initiators Phone | |
| • NSN | |
| • Item Name | |
| • Mfg's Code | input values = blank, valid code, X see corresponding Mfg's Name. |
| • Mfg's Name | input values = blank, name with matching Mfg's Code, |
| • Model No | |

NOTE: the value cannot be blank or NONE

- Part No
- Serial No

NOTE: the value can not be blank or NONE

- MMA CODE
- CC
- Cap Sens Code input values = **N, X, Q, M or P**
- Qty input value = **1**
- Unit of Measure input value = **ea**

- | | |
|--|--|
| • Unit Acq Cost | |
| • Stock Status Code | input values = 1 for Store Stock, |
| 2 for Program Stock, 3 for | Stand-By-Stock, |
| 4 for | Capitalized |
| Equipment, 5 for all | other property |
| • Contr Prop | input value = Y or blank |
| • Tag No | |
| • Reimbursement Code | |
| • Grantee Prop | input value = Y or blank |
| • Contr/Grant No | |
| • Exc/Sale | input value = Y or blank |
| • Unclaimed Prop | input value = Y or blank |
| • Date Found | input format = MM/DD/YYYY |
| • Fair Mkt | |
| • Mat Inv | input value = Y or blank |
| • Shelf Life Type | |
| • Exp Date | |
| • Ext Date | |
| • Haz Mat Code | |
| • Precious Metals Code | |
| • Print Pickup Doc | input value = Y or N |
| • Item Desc | |
| • More | input value = Y or blank |

- requires user response.

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                03/01/01
ND4110MA / ND4110PA              NON-CONTROLLED PROPERTY ADD             12: 07: 41
                                   A CA                                   MSXXX

                                   Cust Acct No: XXXXX
Local Ref No: _____ Turn-In Doc No: _____
Initiators Name: _____ Initiators Org Code: _____
*****
ND4110MF

A record has been found on the NEMS Equipment File with
the same Model Number and Serial Number.

ECN:              Item Name:

Do you wish to process this case as a Controlled Property? (Y/N): _

NOTE:  Some of the data may be changed.
*****
Navigation: _____
Enter-PF13- PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24- --
      HELP  LOPF  PREV          CNCL                      CLEAR                      EXIT

```

INPUT DATA

- | | |
|----------------------------------|--------------------------|
| Process as a Controlled Property | input value = Y or N |
| Enter 'C' to Cancel | input value = C or blank |
- Press <Enter>. If the user elects to process the entered record as controlled, the case record is updated with the controlled property information. NPDMS adds an E01 Add Transaction and a X90 Transaction to identify NEMS Equipment. NPDMS then displays the message '*Case N14 Added, ERN Of E01: 1 Transaction(s)*' and remains on the Add screen for entry of the next record.